

# *E-AVIATRS GUIDE (v5.0) 04/08*

<http://webapps.mcla.uscg.mil/kdiv/aviatrs>



**United States Coast Guard**

**e-AVIATRS**



Login   
Password

This system requires all members to log in.

You must already have registered for an account before you can log in. If you do not have an account, you may request a new account by clicking the 'request' link below.

Lost or forgotten your login information?  
Click [HERE](#) to have it sent to you.

[REQUEST AN ACCOUNT](#)

[For Non-Aviation Related Mishaps, Click Here To Be Re-directed to the e-Mishap System](#)

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For questions or comments regarding this site, please direct your enquiry to [Cathie Zimmerman \(Deputy, Aviation Safety\)](#).

It may be helpful to open **e-AVIATRS** and view the screens while going thru this document.

**SYSTEM TIMEOUT.** The system will time out after 20 minutes of inactivity and you will have to log back in. If you are timed out while creating a report, that report may be lost. To retrieve a missing report use either the **Submit Changes** function (page 23) or **Feedback** function (page 5) to request the report be restored to your pending file.

**REFRESH/SAVE.** The system does an automatic refresh/save each time you press RETURN, TAB, move to a new field or move to a new page.

**SHARING REPORTS.** (See **Command Level Review** function on page 19). You must e-mail the mishap report to all reviewers, this includes the other safety personnel at your unit. No one can see a mishap report, except the originator, until the link to that report is e-mailed. This can be done by using the **Submit to Command Level Reviewer** function on the **FINISH TAB**.

There is only one copy of each mishap report in the database. Everyone that has access to that report (the originator and anyone who has been e-mailed the link to that report) can view it, change it and delete it

**NOTE:** To restore a deleted report use the Submit Changes function (page 23).

**AUXAIR MISHAPS.** AuxAir mishaps can be entered by anyone with an **e-AVIATRS** account. Enter AUX for the **Aircraft Type**. AuxAir members should use the AVIATION MISHAP REPORT WORKSHEET to report aviation mishaps. This form can be printed and mailed or given to the air station FSO or other point of contact. It can also be filed out electronically and e-mailed. At this time, AuxAir mishaps can only be entered by an **e-AVIATRS** account holder. If desired, an account holder can log in and let an AuxAir member enter the mishap or the Air Station can set up a separate user account for AuxAir members using a generic login and password and the FSO's e-mail address (remember a valid USCG e-mail address is required for an **e-AVIATRS** account. See AUX Abbreviated Report on page 27.

## LOGIN SCREEN

<http://webapps.mlca.uscg.mil/KDiv/aviatrs>



Click here for login information

Click here for new account

**LOGON REQUESTS.** Use the link Request an Account (page 2) on the LOGIN SCREEN. E-mail the **e-AVIATRS** link to any personnel needing a login and they can click on Request an Account. New accounts can not be set up until the **Profile** is entered. New account requests should be approved within 72 hours. An e-mail is sent when the account is approved. Those approved will have the ability to add, modify, delete or submit mishap reports.

- ◆ If desired the FSO can create an account ahead of time for incoming personnel (a chance to impress the new CO).
- ◆ If you want someone to have a "Read Only" you must request a read only account for that person. E-mail [CATHIE.ZIMMERMAN@USCG.MIL](mailto:CATHIE.ZIMMERMAN@USCG.MIL) / (202-475-5197) before they submit their account request.
- ◆ Feel free to send [CATHIE.ZIMMERMAN@USCG.MIL](mailto:CATHIE.ZIMMERMAN@USCG.MIL) / (202-475-5197) a "heads up" if you think there might be a question or the person might not be recognized as a valid user.

**IMPORTANT---THE E-MAIL ADDRESS MUST BE CORRECT!**

Items with a red dot are mandatory.

The **Request an Account** must be used to set up all new accounts. Calling or e-mailing the CG-1131 staff will not work.

**FORGOTTEN PASSWORDS/LOGINS.** Personnel forgetting their password or login can click on **Forgotten Login Information** link on the **LOGIN PAGE**. An e-mail with the password and login will be sent.

**NOTE:** When someone transfers, they do not have to request a new login account. They only have to update their profile. Using the old user name and password, login and use **Edit Profile** (page 4) under **Admin Functions** to update the profile. Note: Be sure the e-mail address is correct. Contact [CATHIE.ZIMMERMAN@USCG.mil](mailto:CATHIE.ZIMMERMAN@USCG.mil) / (202-475-5197) with questions or problems.

**ITEMS WITH A RED DOT ARE MANDATORY.**

## HOME SCREEN

Use one of these functions to ADD (p.79), EDIT/CHANGE (p. 10) or DELETE (p. 9) a record.

Use these functions to SEARCH for a Record (Appendix G).

Click here to EDIT PROFILE (p. 4).

Click here to LOG OFF from any page.

Click here to return to the HOME from any page.

Click here to check the STATUS of Pending Reports (p.5) (TBD).

Click here to Submit Feedback or ask a Question

Click here to update e-mail lists (p. 6).

The screenshot shows the e-Aviatrs v2.3 interface with a blue background. At the top, there are several tabs: 'New Report Options', 'Statistical Database Options', 'Admin Functions', and 'General'. Under 'New Report Options' are buttons for 'Add New', 'Edit Pending', 'Delete Pending', 'View Mishap Reports', and 'Submit Changes'. Under 'Statistical Database Options' are 'Advanced Search' and 'Search Mishaps'. Under 'Admin Functions' are 'Edit Profile', 'Log Off', and 'Home'. Under 'General' are 'Log Off' and 'Home'. In the center, there are three large buttons: 'Check Mishap Status', 'Enter Feedback / Questions', and 'Manage Email Lists'. The bottom of the screen shows a Windows taskbar with various applications open, including 'CGMS', 'eAVIATR...', 'tbl\_PilotDe...', 'lookup list.xls', '3 Micro...', and 'e-AVIATR...'. The address bar shows 'http://webapps.mica.uscg.mil/kdiv/Aviatrs/MA\_FindReport.asp?action=view'.

Click on Home in the upper right corner of any screen to return to the HOME PAGE.

Click on **Logoff** in the upper right corner of any screen to logoff or return to **LOGIN PAGE**.

Click on **Edit Profile** under **ADMIN FUNCTIONS** to update or change profile information, change a password or login.

Click here to create and update your Email Lists (p. 6).

The screenshot shows the 'Edit Profile' screen in the e-Aviatrs v2.3 application. It has a blue header with the same tabs as the home screen. The main content area is titled 'Edit Profile' and contains two sections: 'Change your Personal / Login Information' and 'Change Password (5 Characters Minimum)'. The first section has fields for 'User Login', 'Last Login', 'Rank / Rate', 'First Name', 'Middle Initial', 'Last Name', 'Title / Position', 'Phone Number', 'Phone Extension', and 'Email Address'. The second section has fields for 'Enter New Password' and 'Enter again to verify'. At the bottom, there is a link 'Edit your personal Email List' which is circled in red. The Windows taskbar at the bottom shows the same applications as the previous screenshot.

Transferring personnel with an existing account do not need to request a new login account. They only need to update their profile. Using the old user name and password, login and use **Edit Profile** under **ADMIN FUNCTIONS** and update the profile.

This can be done either before leaving the old unit or after arriving at the new one. Contact [CATHIE.ZIMMERMAN@USCG.mil](mailto:CATHIE.ZIMMERMAN@USCG.mil) / (202-475-5197) with questions or problems.

Note: Be sure the e-mail address is correct.

## HOME PAGE FUNCTIONS

Click on **Check Mishap Status** in the center left section of the **HOME PAGE** to check status of pending mishap reports (TBD).

BQ	Authorized Email Address	Level Assigned	Date Entered	Days in System
0210K5001	cathie.zimmerman@uscg.mil cathie.zimmerman@uscg.mil spurn@uscg.mil	Initiated Report Command Level Reviewer Command Level Reviewer	9/9/2006	230
0483405001	cathie.zimmerman@uscg.mil cathie.zimmerman@uscg.mil cathie.zimmerman@uscg.mil spurn@uscg.mil	Initiated Report Command Level Reviewer Command Level Reviewer Command Level Reviewer	4/6/2006	383
0483407001	cathie.zimmerman@uscg.mil cathie.zimmerman@uscg.mil	Initiated Report Command Level Reviewer	3/9/2006	776
201401049	cathie.zimmerman@uscg.mil	Initiated Report	4/7/2006	17
303004001	cathie.zimmerman@uscg.mil	Initiated Report	4/7/2006	17
3325405001	cathie.zimmerman@uscg.mil cathie.zimmerman@uscg.mil	Initiated Report Command Level Reviewer	10/9/2005	201
7705402017	cathie.zimmerman@uscg.mil	Initiated Report	2/24/2006	59

Use **Enter Feedback / Questions** in the center of the **MAIN PAGE** to report problems or ask questions about **e-AVIATRS**. Page through previous questions by clicking on the pages numbers to the right. All users will be able to read the questions and the response.

**e-AVIATRS FEEDBACK**

experience problems with the e-AVIATRS Mishap Reporting System, please make an entry by slow. Suggestions for improvements are most welcome. We truly appreciate your contribution in our work to improve our services to the fleet. Thank you for your help.

Open Working Complete

Click Here to Enter New Report

Pages: (1) 2 3 4 5 6 7 8 9

Click here to Enter a New Feedback Report

Click on a number to page thru previous Feedback Reports

Use the **Click Here to Enter New Report** to enter your own question or feedback. Enter Name and e-mail and comments. Click Submit to submit your question. Replies are usually sent within 3 working days.

**Bug Reports (Add) - Microsoft Internet Explorer**

Please enter all the information concerning a bug report or comment below

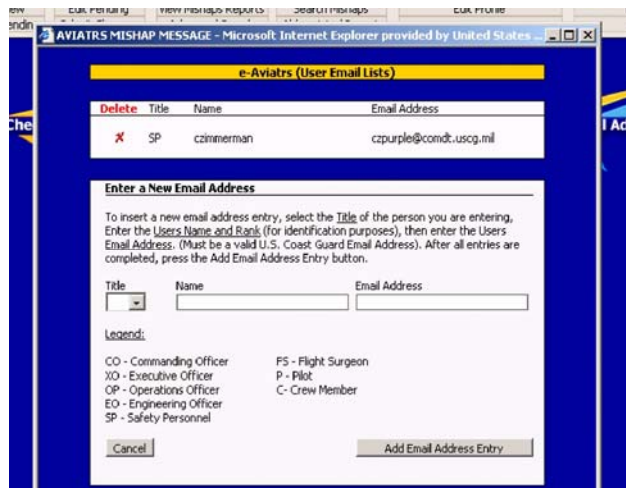
\* Name:

\* Email Address:

\* Enter your comment/report below:

Cancel Submit Report



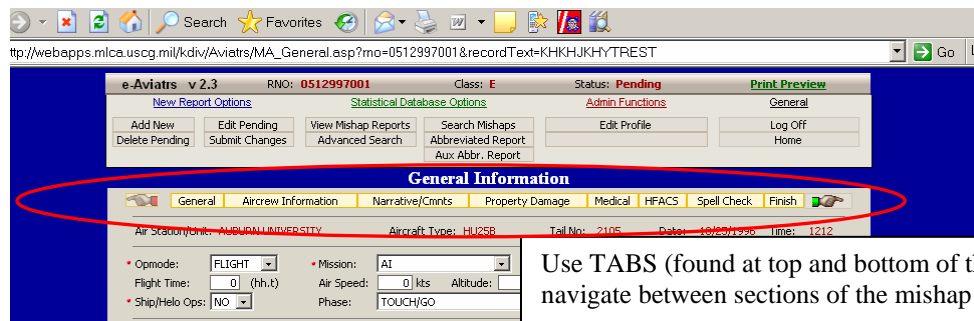


Click **Update e-mail List** in the center the **MAIN PAGE** to create and update the unit e-mail address list. This is a unit specific field, but will allow the user to click on reviewer's e-mail addresses, without having to enter each one individually. (Currently this only allows you to add people to the unit email list.)

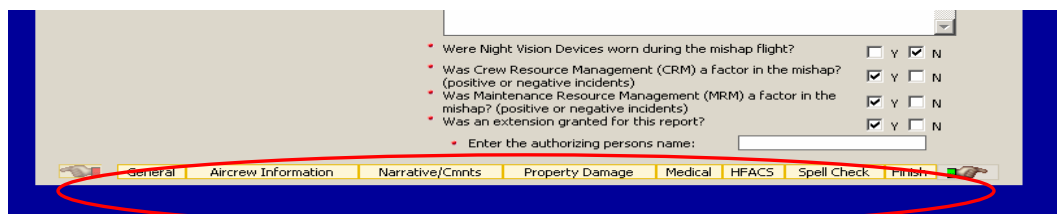
Enter the names and e-mail addresses of mishap reviewers. Information will be added to the unit's reviewer list.

## NAVIGATING BETWEEN REPORT SCREENS.

To navigate between screens use one of the seven (7) **TABS** at the top or bottom of the screen. **DO NOT** use the back and forward arrows.



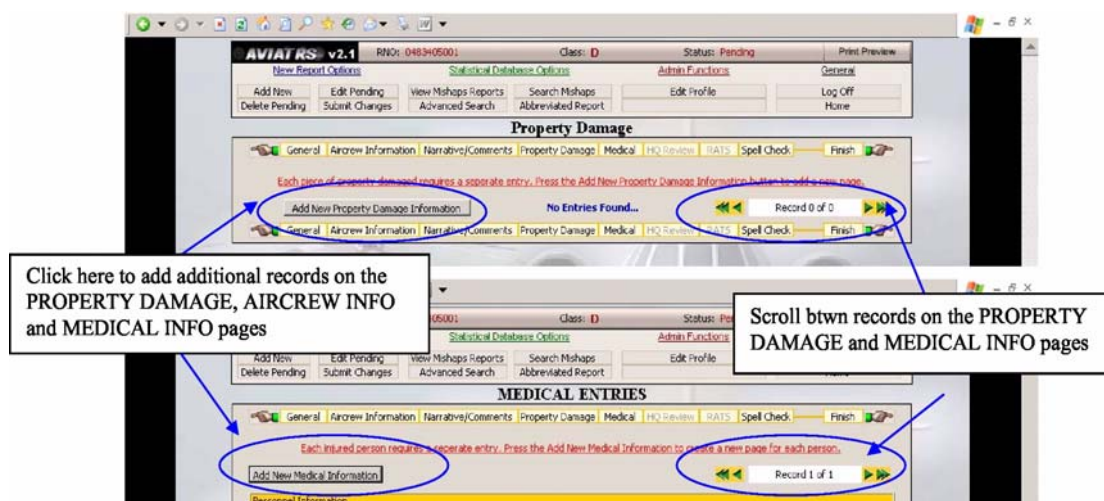
Use TABS (found at top and bottom of the screens) to navigate between sections of the mishap record



- ◆ **GENERAL.** Information used to generate lines 3-8 of the mishap message and other mishap data (page 10).
- ◆ **AIRCREW INFORMATION.** line 9 information (page 13).
- ◆ **NARRATIVE/COMMENTS.** Information used to generate lines 10, 12, 13, 14 and 15 of the mishap message (page 15).
- ◆ **PROPERTY DAMAGE.** line 11 information (page 16).

- ◆ **MEDICAL.** Information used to satisfy other injury reporting requirements, not used to in generating the aviation mishap message. (page 17).
- ◆ **SPELL CHECK.** Only checks the page that is opened when the Spell Check Tab is clicked.
- ◆ **FINISH.** Review, printing and submitting the report to the database.

**NOTE:** To add additional property, personnel or aircrew records on the **AIRCREW INFORMATION**, **PROPERTY DAMAGE** or **MEDICAL** screens, click on the **Add New Record** button in the upper left hand corner of the screen.



**NOTE:** To scroll between records on the **PROPERTY DAMAGE** or **MEDICAL** screens, use the **Previous/Next Record Arrows** in the upper right hand corner of the screen.

**MANDATORY FIELDS.** Red dots indicate mandatory fields that must be filled in BEFORE submitting the report to the database. You cannot submit the report to the database until all mandatory fields are filled in.



When you navigate from page to page, the system will give you a list of fields that still need to be entered on the active page before submitting the report to the database. You can move from field to field, page to page, submit the report for Command Level Review or generate/print a mishap message without completing these fields.

### **ADD NEW RECORD SCREEN**

To add a mishap report, click **Add New** under **NEW REPORT OPTIONS** and enter the information requested. All five fields on the **ADD NEW ENTRY SCREEN** must be filled in to create a new report. Click **Add Record**.

**Click here to ADD A RECORD**

**Click here to look up an OPFAC**

**Lookup OPFAC**

Enter your 5 digit OPFAC:   
 Enter Date Mishap Occurred: (mm/dd/yy):   
 Enter Local Time Mishap Occurred: (hhmm):   
 Enter the Aircraft Type:   
 Enter Aircraft Tail No.: Range (0 - 0):

**Add Record** **Reset**

**Notes:**

- This is a Help key and when clicked will give you additional information concerning the field it is displayed by.
- Data entry is required for fields marked with a red dot.
- Do Not enter people's names in any field except in the Medical Injuries page where specified.
- A notification will be sent, using the email address you logged on with, after Headquarters has reviewed your mishap report.
- You will have 30 days to submit your mishap report to Headquarters before it will be deleted from the system.

**OPFAC.** Enter mishap unit's OPFAC. For deployed mishaps it is preferred the OPFAC for the deployed unit be used not the home unit OPFAC (this is a unit call). To lookup an OPFAC, click on **Lookup OPFAC**.

**Opfac Lookup**

Enter search criteria:  **Search**

**Type in all or part of the unit name and click SEARCH**

**1st Highlight unit name**

OPFAC	UNIT NAME
66614	CG DIRAUX DE
02673	CG DIRAUX ES
66158	CG DIRAUX W
02721	CG DIRAUX W
02672	CG DIRAUX W
02882	CG ELC AUX

**Then click select**

**Select**

**Add New Entry**

Select OPFAC to begin processing New Record

Enter your 5 digit OPFAC:   
 Enter Date Mishap Occurred: (mm/dd/yy):   
 Enter Local Time Mishap Occurred: (hhmm):   
 Enter the Aircraft Type:   
 Enter Aircraft Tail No.: Range (0 - 0):

**Add Record** **Reset**

**Notes:**

- This is a Help key and when clicked will give you additional information concerning the field it is displayed by.
- Data entry is required for fields marked with a red dot.
- Do Not enter people's names in any field except in the Medical Injuries page where specified.
- A notification will be sent, using the email address you logged on with, after Headquarters has reviewed your mishap report.
- You will have 30 days to submit your mishap report to Headquarters before it will be deleted from the system.

**Enter the mishap DATE, TIME, ACFT TYPE and TAIL NO. Then click ADD RECORD to create mishap record.**

After entering the **OPFAC**, enter the mishap **Date (mm/dd/yy)**, **Time**, **Acft** and **Tail No.** Click **Add Record** to create the mishap report. Or **Reset** to start over.

**NOTE:** If the system times out while entering data and before clicking on **Add Record** the report will go into cyber space. Use **Submit Changes** function (page 23) to request the report be recovered.

**NOTE:** The system will not let you add records older than 01/01/03.



Click OK to accept and create a new mishap record.

**RNO (REPORT NUMBER).** The system generates a unique **Report Number (RNO)** for each mishap. This number consists of the unit **OPFAC** (5 digits), fiscal year (2 digits) and report number (three digits). HQ's (**OPFAC 70098**) 111th report for FY 84 would be 7009884111.

**NOTE:** Fiscal Year is determined by the mishap date, not the date when the record is created.

Click OK to accept the RNO and create a new record. An e-mail will be sent with a link to the report and the **GENERAL INFORMATION PAGE** will appear.

## DELETE PENDING SCREEN

Highlight the report to be deleted and click on DELETE

Class	Mishap	RNO	Aircraft Type	Status	Unit/Station
A	10/25/1956	RNO: 0483457001	AVIATION0000	GROUND	COMMANDANT (G-WKS)
D	7/14/2006	RNO: 6510006001	HH65B	6524	CG AVTRACEN MOBILE
D	6/5/2005	RNO: 325405001	AUX	0505	CG HSO BUFFALO
D	4/4/2004	RNO: 0483404001	AVIATION0000		COMMANDANT (G-WKS)
E	6/28/2006	RNO: 2027006081	HC130H	1710	CG AIRSTA KODIAK
E	10/25/1996	RNO: 0512997001	HU25B	2105	AUBURN UNIVERSITY

There is **only one copy** of each report in the database. Everyone that has access to that report (the originator and anyone who was e-mailed a link to that RNO) can view it, change it AND delete it. Everyone is looking at the same report. The report viewed in your pending file IS NOT your copy, it is the same report being viewed by everyone else. There is only one report to delete.

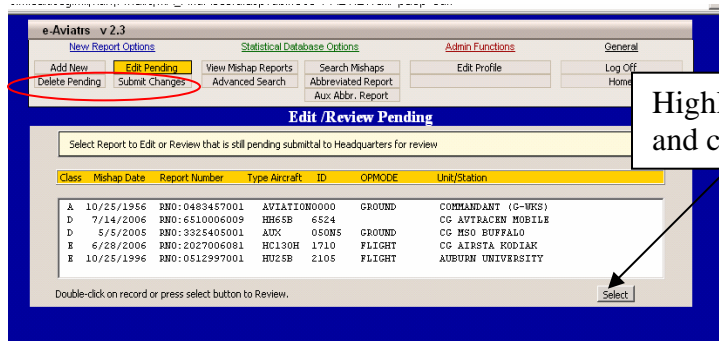
To delete a report click on **Delete Pending** under **NEW RECORD OPTIONS**. Highlight the report you would like to delete and click on **DELETE**. The Mishap report and RNO will be deleted from the system.



**DELETE PROTECTION.** Reports deleted at the unit level are stored in a deleted record file for 30 days. To retrieve a deleted report use either the **Submit Changes** function (page 23) or **Feedback Function** (page 5) to request the report be restored to your pending file. These two functions will notify the personnel with appropriate admin privileges to restore deleted reports. (Phone calls and e-mails will not notify the appropriate personnel and will delay the process).

## EDIT PENDING SCREEN

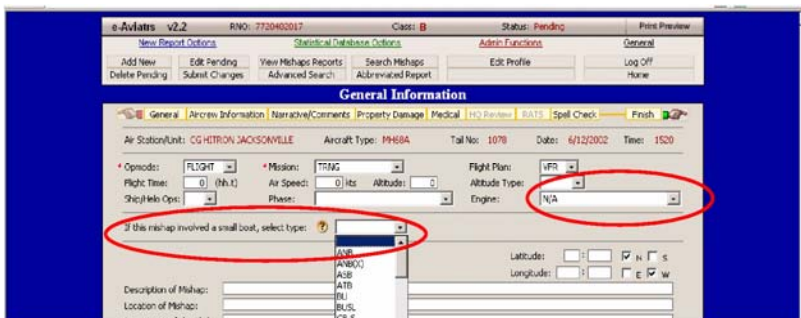
To edit a report, click on **Edit Pending** under **NEW REPORT OPTIONS**. Highlight the report you would like to edit and click **SELECT**.



Highlight the report to be edited and click on SELECT

**NOTE:** It is possible to navigate between pages without filling in all the data. You can print the report, send a CGMS message and submit it to the review chain, without filling in all the mandatory fields. You **CAN NOT** submit the report to the database until all the required information has been completed (mandatory fields are marked with a red dot).

## GENERAL INFORMATION SCREEN



Do not leave fields on the **GENERAL INFORMATION PAGE** blank or empty. There is usually an N/A option for fields with drop down list. (for ground mishaps, use 0 for airspeed and 0 AGL for altitude).

**OPMODE:** Not all aviation mishaps are FLIGHT! This is the number one incorrectly entered field (see 28 for definitions of OPMODES).

**NOTE:** Information collected is at the time of the mishap.

**NOTE:** Aviation Ground mishaps **WITHOUT** an acft involved use **AVIATION** for Acft Type and 0000 for the tail number.

**MISHAP CLASS.** The system uses mishap cost, number injured, severity of injury and engine data to determine cost. See page 18 for discussion of the Summary page.

**Mishap Class Override.** If you need the Mishap Class reassigned, use the **Submit Changes** function (pages 23). Explain why it needs to be changed and what Class to reassign.

**Class E Mishaps.** To assign Class E to a mishap, click on any choice other than N/A in the Engine Data field or submit a **Submit Changes** requesting the Class be changed.

**ENGINE DATA:.** Use this field to record engine mishap/maintenance info. Clicking any choice other than N/A will change Mishap Class to “E”.

**Class E Override.** If you are reporting a mishap that defaults to a Class E and it is **NOT** a Class E go ahead and send the CGMS message. You will have to change the class manually in CGMS. After you submit the report to the database, use the **Submit Changes** function to request that the Class be changed.

**Ship/Helo Ops.** This is the most frequently field left blank. It is either YES or NO.

**Small Boat Mishaps.** If the mishap involved a Coast Guard small boat, enter the boat type. (Click **?** for list of CG small boats).



Type of Boat (Definitions)	
ANB	ATON Boat (ANB - 55', 62' & 64')
ANB(X)	ATON Boat Misc. (34' and 38')
ASB	Arctic Survey Boat (38')
ATB	Aviation Training Boat (41' UTB)
BU	Buoy Boat (45')
BUSL	Buoy Boat, Stern Loader (48')
CB-S	Cutter Based: 14-15'
CB-M	Cutter Based: 17-18'
CB-L	Cutter Based: 19-22'
CB-OTH	Cutter Based: Over the Horizon (24' Zodiac)
CT (All Types)	Cadet Training Boat
UPB	Deployable Pursuit Boat (36' or 42')
MARV	Independent Maritime response Boat (50' or 55')
LCVP	Landing Craft
MCB	Motor Cargo Boat (25')
MSB	Motor Surt Boat (26')
MLB-44	Motor Life Boat (44')
MLB-47	Motor Life Boat (47')
PMB	MGO Port & Waterways Boat (21' - 38', all brands)
RD-HS	Response Boat, Homeland Security
RD-S	Response Boat, Small
SKP	Skiff: immediate vicinity maintenance & response
SPC	Special Purpose Craft (General)
SPC (Airboat)	Special Purpose Craft (Airboat)
SPC (Cable)	Special Purpose Craft (Cable Boat)
SPC (Ferry)	Special Purpose Craft (Ferry)
SPC (LE)	Special Purpose Craft (Law Enforcement)
SPC (HMX)	Special Purpose Craft: Heavy Weather (52' MLB)
SPC (SURF)	Special Purpose Craft: Surt (30' SRB)
TANB	Trailerable ATON Boat (21')
TPSB	Transportable Port Security Boat (PSU)
UTL	Utility Boat, Light (17' - 20' 11")
UTB	Utility Boat, Big (44')
UTM	Utility Boat, Medium (25'-40' 11" and is STA(zn) Primary Response vs)
UTL-T	Utility Boat, Light (Temporary)

**NOTE:** If a mishap could be considered model specific, noted this in the **NARRATIVE** or **ADDITIONAL FINDINGS**. The number of flight hours the mishap crew has in that aircraft model should be included as well.

**Cause Factors:** You can assign more than one Cause Factor to a mishap. Most mishaps involve more than one. Coast Guard aviation does not assign priority to cause factors, it is assumed that eliminating any one cause factor will prevent the mishap or lessen its severity. Cause Factors should be listed in the order they occurred or are discovered. Cause factors are not listed on the mishap message.

**NOTE:** Information collected is at the time of the mishap.

**HFACS (Human Factors Analysis and Classification System):** Is now available (page 27)

**Search Factors (Yes/No Fields).** These boxes are used for quick searches and when looking for examples to use for case studies and CRM/MRM training. Click yes if they were involved in the event. These items may or may not have been cause factors. Please do not ignore this section, the information collected here can be very important when doing data searches. These items can be used to indicate positive as well as negative events. These ARE NOT cause factors, these are factors used for data searches.

**MRM/CRM** Check these boxes for both positive and negative examples of CRM or MRM. Most ground, ground handling and towing incidents should have the MRM box check yes. If selected Cause Factors are MRM or CRM, these check boxes should be checked.

**NOTE:** If the CO's Comments mention the fact that the mishap is a good example of MRM, the MRM check box should be checked! (most ground mishaps will be MRM)

**Safety Equipment and ALSE.** Use these boxes for any problems with safety equipment or ALSE. These two fields are unique to aviation mishaps.

**PPE.** This field is for capturing the use, misuse or lack of Personal Protective Equipment and is mandated for non aviation mishaps per COMDINST M5830.1. This section is for non aviation type safety gear (safety glasses, hard hats, gloves, etc).

Checking YES or NO will produce the following popup.

For aviation mishaps

- ◆ Use this section to record information regarding safety gear or ALSE that would have helped lessen or prevented the injury if it had been used or available.



- ◆ If standard flight gear or swimmer gear was used, enter “STD FLT GEAR WORN”.
- ◆ Use this field if any PPE, rescue swimmer or ALSE gears fails or does not work properly.
- ◆ This is also a good place to note PPE or safety gear that worked as advertised.

Destination of the Flight:  Obstructions to Visibility:  Period of Day:

Meteorological Conditions:  Weather (Narrative):

Mishap Causal Factors:

Note: Causal Factors **DO NOT** appear in the Mishap Message.

1.  2.  3.  4.  5.  6.

Additional Factors:

• Was Weather a factor in the mishap? ☐ Y ☐ N (h.h.t.)

• Were there problems with Safety Equipment? ☐ Y ☐ N

• Were there problems with the Aviation Life Support Equipment? ☐ Y ☐ N

• When this mishap occurred, was all required PPE worn properly by those involved? ☐ Y ☐ N

• PPE description: (Short narrative describing PPE worn by personnel involved, any PPE not properly worn and why—specifically addressing funding, training, and any complacency issues)

• Were Night Vision Devices worn during the mishap flight? ☐ Y ☐ N (h.h.t.)

• Enter number of hours NVD's were used during the mishap flight:

• Was Crew Resource Management (CRM) a factor in the mishap? (positive or negative incidents) ☐ Y ☐ N

• Was Maintenance Resource Management (MRM) a factor in the mishap? (positive or negative incidents) ☐ Y ☐ N

• Was an extension granted for this report? ☐ Y ☐ N

General | Aircrew Information | Narrative/Comments | Property Damage | Medical | HFACS | Spell Check | Finish

**NVG/NVD (Night Vision Devices / Night Vision Goggles).** If NVG/NVD's were worn anytime during the mishap, check the NVD/MVG box. You will then be required to enter the amount of NVD time for the mishap flight on the **GENERAL INFORMATION** page and total NVG time for each pilot on the **CREW INFORMATION** page.

**NOTE:** NVD do not have to be a factor in the mishap, this box should be checked if they were worn during the mishap flight.

**Forecasted Illumination.** If NVD/NVG were used, include forecasted illumination in the weather fields.

Aircrew Information

General | Aircrew Information | Narrative/Comments | Property Damage | Medical | HQ Review

Does this Mishap contain Pilot or Air Crew Information? ☒ Y ☐ N

Was this flight single piloted? ☒ Y ☐ N

Pilot At Controls (PAC) ☒

Pilot in Command? ☒

Seat Position:  LT

Display View:  A/C

Total NVD Time:  0

Total MVD Time:  0

Flight Time In Type A/C:  0

Flight Time In JTD Devs:  0

**NOTE:** Information collected is at the time of the mishap.

**Extension Granted.** Check this box when an extension is granted. When checked, the following reference line is added to the message: "B. EXTENSION GRANTED BY XXXXXX" (the CG-1131 Staffer granting the extension). See Page 24 for requesting an extension.

1.  2.  3.  4.  5.  6.

• Were There Problems with the Aviation Life Support Equipment? ☐ Y ☒ N

• When this mishap occurred, was all required PPE worn properly by those involved? ☐ Y ☐ N

• Were Night Vision Devices a Factor in the Mishap? ☐ Y ☒ N

• Was Crew Resource Management (CRM) a Factor in the Mishap? (positive or negative incidents) ☐ Y ☒ N

• Was Maintenance Resource Management (MRM) a Factor in the Mishap? (positive or negative incidents) ☐ Y ☒ N

• Was an extension granted for this report? ☒ Y ☐ N

• Enter the authorizing persons name:

General | Aircrew Information | Narrative/Comments | Property Damage | Medical | HQ Review | RATS | Spell Check | Finish

## AIRCREW INFORMATION SCREEN

AVIATR v2.1 RMC: 040205001 Class: D Status: Pending Print Preview

New Report Options: Add New, Edit Pending, Delete Pending, Submit Changes, View Mishap Reports, Advanced Search

Database Database Options: Search Mishaps, Abbreviated Report, Edit Profile

Admin Functions: General, Log Off, Home

Aircrew Information

General | Aircrew Information | Narrative/Comments | Property Damage | Medical | HQ Review | RATS | Spell Check | Finish

Does this Mishap contain Pilot or Air Crew Information? ☒ Y ☐ N

Check yes, if there is any pilot/aircrew data associated with the mishap. If yes, the window opens up allowing crew information to be filled in.

If there is no crew data associated with the mishap, checking the no box allows the users to finish the report without filling in these fields.

If NO Pilot/aircrew data is checked, Line 9 of the mishap message will read "9. AIRCREW INFORMATION: N/A."

**Air Crew Only.** If the mishap involved aircrew only and no pilots check the Air Crew only box.

**Single Piloted.** If the flight was singled piloted, check this box and data for only one pilot is required.

**Pilot Data (Rank and Age).** Only users with Administrative or MAB access will be able to enter the Rank and Age data for aircrew. This is only used for MAB investigated mishaps.

**NOTE:** Information collected is at the time of the mishap.

**NOTE:** If you enter crew information and then click one of the "NO" boxes, the data will be lost.

**NOTE:** To add additional AirCrew reports click on the Add New Aircrew Data button in the left hand corner of the screen. To Delete AirCrew Data click on the . This will delete only the individual AirCrew record not the mishap report.

## NARRATIVE and TEXT FIELDS

**Narrative.** While difficult to write, the narrative is extremely important to understanding the mishap. Think about the information needed to present the mishap to others, or for others to understand the mishap. It is important to capture all the potential issues that relate to breaking the mishap chain so future mishaps can be prevented. Be sure to show how equipment or procedures prevented or could have prevented further damages or injuries.

By carefully including a factual account of the mishap and post mishap efforts in the narrative block, it is possible to give a complete picture of what happened, including the sequence of events and circumstances leading to the mishap. Include what happened after the incident, but try to keep deliberative and speculative information to a minimum, save that for the Additional Findings or CO's Comments field.

**References:** Keep in mind when using references in the mishap report, references are not captured in the *e-AVIATRS* data base. The narrative should be readable as a stand alone text (it is often the only section used, reviewed or released). Without the original message in front of you it is often hard to figure out what is been referenced. References should be included in the text fields.

- ◆ Reference (a) by default will always be the Safety and Health Manual M5100.47.
- ◆ Mishap reports should be referred to by Unit, Date and RNO. In real life mishaps are not remembered or referred to by DTG.
- ◆ Abbreviate the title of other documents (i.e. Air Ops, 3710, dash one) If used more than once tag it as ref (X) the first time used.

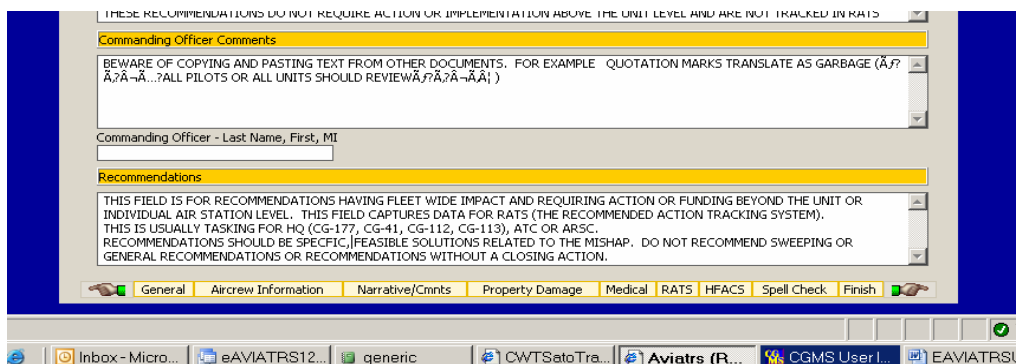
The screenshot displays the e-AVIATRS software interface. At the top, there are several tabs: 'New Report Options', 'Statistical Database Options', 'HQ Functions', and 'General'. Below these are various buttons for report management, such as 'Add New', 'Edit Pending', 'View Mishap Reports', 'Search Mishaps', 'Review Pending', 'Delete Pending', 'Edit Approved', and 'Delete Approved'. The main section is titled 'Narrative / Comments' and contains several sub-sections: 'General', 'Aircrew Information', 'Narrative/Comments', 'Property Damage', 'Medical', 'RATS', 'HFACS', 'Spell Check', and 'Finish'. The 'Narrative of Mishap' section is currently active, showing a text area for the narrative. Below this is a section for 'Investigator - Last Name, First, MI' and 'Phone Number (w/ Area Code)', with a dropdown for 'Ext.' and a text field for 'Originators Email Address' (cathie.zimmerman@uscg.mil). The 'Corrective Actions and Additional Findings' section is also visible, with a text area for corrective actions. The 'Commanding Officer Comments' section is at the bottom.

**Corrective Actions/Additional Findings.** Use this field to elaborate on what happened and the investigative actions taken, etc. Record here air station/unit level corrective actions and actions already completed (such as CG-22 submissions, repairs, mishap discussed at all hands...etc). Include in this field suggestions/recommendations completed at the **local** level such as “all pilots or all air stations should review.” These actions do not require intervention beyond the airsta/unit level to implement and are not tracked by RATS (The **Recommended Action Tracking System**). Most mishaps point out a need to re-enforce standards or double check procedures or provide refresher training, not major changes or new equipment. Use this field to discuss these actions.

**NOTE:** As you write your mishap message, keep in mind that mishap messages are excellent material for safety briefings and should be written to prompt discussions of the event and lessons learned.

**NOTE:** Not every mishap will result in a change or need for new equipment. Most incidents point out a need to re-enforce standards, double check procedures, provide refresher training or increase awareness.

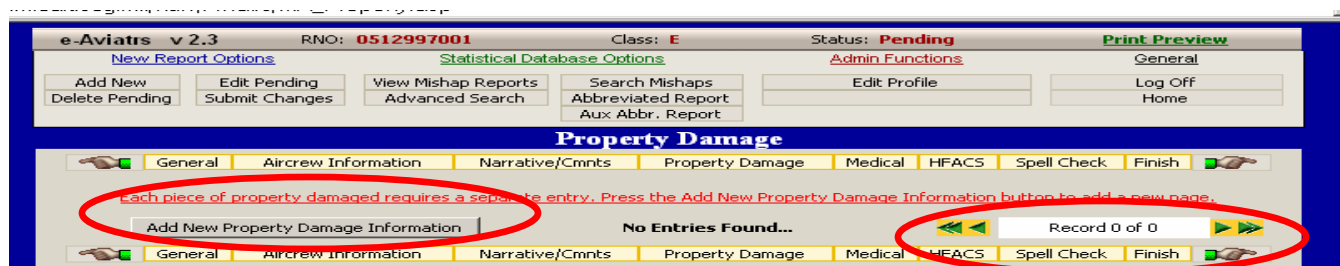
**NOTE:** If a mishap could be considered model specific, this should be noted in the NARRATIVE or ADDITIONAL FINDINGS. The number of flight hours the crew has in that aircraft model should be included as well as any other details.



**Recommendations.** This field is for recording recommendations that have fleetwide impact and require action or funding beyond the air station level. This is tasking for HQ (CG-711, CG-41, WKH, CG-1131), ATC or ARSC). Recommendations are actions that will prevent or mitigate similar mishaps in the future. Recommendations should be feasible solutions related to the mishap. Do not recommend sweeping or general recommendations or recommendations without a closing action. Vague recommendations addressing the importance of simply doing one's job are generally not appropriate or meaningful. Provide specific action that will correct the deficiency and prevent future mishaps. The intent of this field is to capture information to be tracked by RATS (The Recommended Action Tracking System).

**NOTE:** Any item not fitting the above criteria will be moved into the Command Level Comments or the Corrective Action/Additional Findings fields during final review by headquarters.

## PROPERTY DAMAGE SCREEN



All damage can be included on one record or multiple records as deemed appropriate. It is not necessary to list each part as a separate record; components or systems can be lump together. If detailed parts and component information is needed, ALMIS will be used, not e-AVIATR.



To add additional property records click on the **Add New Property Damage Information** button in the upper left side of the screen.

**NOTE:** To scroll between records on the **PROPERTY DAMAGE** screen use the **Previous/Next Record Arrow** in the upper right hand corner of the screen.

Enter mishap property damage data in the appropriate fields.

For Non Aviation mishaps click the appropriate box

**Delete a Property Record.** To delete a property record, click on **DELETE THIS RECORD** at the bottom left hand corner of the screen. This will delete only the property record displayed not the mishap report.

## MEDICAL INFORMATION SCREEN

Each injured person requires a separate entry.

**NOTE:** To add additional personnel records on the **MEDICAL** screen, click on the **Add New Medical Information** button in the upper left hand corner of the screen.

**NOTE:** To scroll between records on the **MEDICAL** screen, use the **Previous/Next Record Arrow** in the upper right hand corner of the screen.

**Delete a Medical Record.** To delete a medical record, click on DELETE THIS RECORD at the bottom left hand corner of the screen. This will delete only the medical record displayed not the mishap report.

## **FINISH TAB/FINAL REVIEW SCREEN**

The screenshot shows the 'Final Review' screen with a red circle highlighting the 'Mishap Summary' table. The table contains the following data:

Category	Value	Category	Value
On Duty Injuries	1	CG Owned Parts/Materials	\$0.00
Off Duty Injuries	0	CG Man Hours (Cost)	\$0.00
Personnel Hospitalized	1	Commercial Repairs	\$0.00
Days Hospitalized	13	Non CG Property Damage	\$0.00
Lost Work Days	12	Auxiliary Property/Materials	\$0.00
Restricted Work Days	23	Total Damage Cost	\$0.00

Buttons on the right side of the table include: 'Submit Report to Command Level Reviewer', 'Preview/Generate Message for Dissemination', and 'Submit Report to AVIATR5 Database'.

This screen shows a summary of the mishap (cost, number injured, etc) and justification for the Mishap Class assigned. Mishap Class is assigned per the definitions of COMDINST M5100.47.

The summary information on this page is generated based on the information entered on the other pages. **Do Not** attempt to change this information, the summary information can only be changed by changing the information on the other screens.

The **FINISH TAB** has three functions, **Submit Report for Command Level Review**, **Preview/Generate Mishap Message** and **Submit Record to AVIATR5 Database**. You can use this screen and the review buttons at anytime, it is not necessary to complete all the mandatory fields.

This screenshot is identical to the one above, but with a red circle highlighting the three buttons on the right side of the 'Mishap Summary' table: 'Submit Report to Command Level Reviewer', 'Preview/Generate Message for Dissemination', and 'Submit Report to AVIATR5 Database'.

## SUBMIT REPORT TO COMMAND LEVEL REVIEWER

**Submit Report to Command Level Review** allows you to e-mail the report to other reviewers. This is the only way to allow others access to the report.

Click here to assign READ ONLY ACCESS.

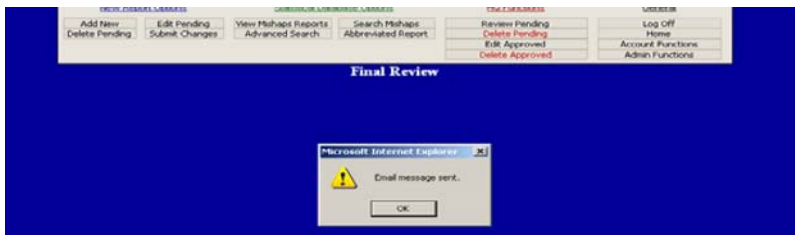
Type comments or instructions here

Message Sent To	Action
zimmerman@comdt.uscg.mil	Initiated Mishap Report
zimmerman@comdt.uscg.mil	Command Level Reviewer

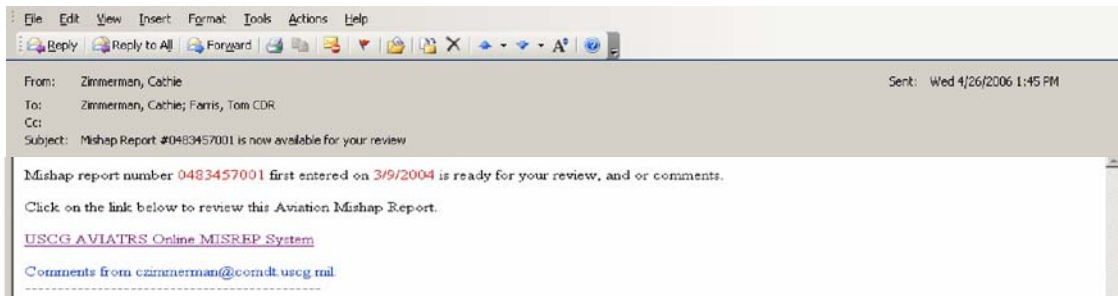
Highlight the Reviewers from your list and click Add Selected Email Addresses or type in addresses not listed, separate by semicolons. If selecting multiple e-mail address from the unit list, hold the CTRL key while selecting on the address. (see page 6 for creating unit email list).

**Read Only.** Records can be marked as **READ ONLY** before e-mailing to a reviewer. That Reviewer can only view the report and cannot change any fields, delete the report, forward the message or submit it to the HQ. This person will not be able to print, create a message or forward the report.

Comments or instructions can be sent to the reviewers, by using the Comments block.



Each person will receive an e-mail link to **E-AVIATRS**, letting them know that mishap RNO is available for them to review or edit.



**NOTE:** Only people with a valid USCG e-mail address can access the mishap reports.

*EMAIL ADDRESSES MUST BE CORRECT*

## REVIEW PROCESS.

Paper or Trons, it's your call. The review process is up to you and your command. The mishap can be e-mailed to each reviewer along with instructions or comments. All reviewers can review the report at the same time. Reviewers can be instructed (using the comment box) to send the report on to the next reviewer or back to you. Whatever works best at your command.

**The Command Level Review.** The originator and any reviewer **MUST** e-mail the mishap report to everyone they want to have access it.

An **E-AVIATRS** account is required to review a report.

**Reviewer's Log.** **E-AVIATRS** keeps a log of the reviewers as the report is e-mailed from reviewer to reviewer. This is at the bottom of the **Command Level Reviewer** page.

Check if user should only have Read Access: ☒  
(Note: Checking this item will not allow the user to edit any information in the Mishap Report)

Insert comment to Command Level Reviewer (if desired):

Send Email

This Mishap has been referred to the following personnel for review	
Message Sent To	Action
czimmerman@comdt.uscg.mil	Initiated Mishap Report
czimmerman@comdt.uscg.mil	Command Level Reviewer

**No Record In The Pending File.** If the report does not appear in a reviewers pending file, check the e-mail address used to send the link and the e-mail address in the person's profile (page 4). If either of these e-mail addresses are wrong, they will not be able to view pending mishap reports. Correct the e-mail address and try resending the report link. If the report appears to be missing completely contact [CATHIE.ZIMMERMAN@USCG.MIL](mailto:CATHIE.ZIMMERMAN@USCG.MIL) or use the **Submit Changes Function** (page 23).

## PREVIEW/GENERATE A MISHAP MESSAGE

**NOTE:** CGMS Message must be generated **BEFORE** submitting mishap reports to the database. See Appendix D for directions on generating a CGMS mishap message.

New Report Options: Add New, Edit Pending, View Mishaps Reports, Search Mishaps, Delete Pending, Submit Changes, Advanced Search, Abbreviated Report

Statistics Database Options

HQ Functions: Review Pending, Delete Pending, Edit Approved, Delete Approved

General: Log Off, Home, Account Functions, Admin Functions

**Final Review**

General | Aircrew Information | Narrative/Comments | Property Damage | Medical | HQ Review | RATS | Spell Check | Finish

**Mishap Summary**

On Duty Injuries	1	CG Owned Parts/Materials	\$0.00
Off Duty Injuries	0	CG Man Hours (Cost)	\$0.00
Personnel Hospitalized	1	Commercial Repairs	\$0.00
Days Hospitalized	13	Non CG Property Damage	\$0.00
Lost Work Days	12	Auxiliary Property/Materials	\$0.00
Restricted Work Days	23	Total Damage Cost	\$0.00

Note: This Mishap was determined to be Class A because at least one personnel was listed as a fatality.

Submit Report to Command Level Reviewer

Preview/Generate message for dissemination

Submit Report to AVIATRS Database

**Preview/Generate a Mishap Message.** Use this button to generate a paper copy of the mishap report (upper right) or to generate a mishap message in CGMS (upper left). Follow the



instructions on the screen and use CGMS to create/release a message. (See Appendix D for directions on creating a mishap message).

The screenshot shows the 'AVIATRS MISHAP MESSAGE' form in a Microsoft Internet Explorer window. The form is titled 'UNCLASSIFIED' and 'AVIATRS Mishap Message'. It contains a message body with fields for R 1115, FM 1115, TO COMDT (CG-1131/CG-41/CG-711//, AIG 4934, and BT. A red circle highlights the 'Copy Message for use in CGMS' button. Another red circle highlights the 'Send Message to Printer' button. A third red circle highlights the 'CGMS Info - Web Page Dialog' box, which contains instructions for importing messages into CGMS. A fourth red circle highlights the 'Important information about generating a mishap message' section, which includes a note about the originator's PLAD and a warning to check all message addresses and references.

Click here to copy the information for the body of the message into CGMS.

Click here to generate a paper copy of the mishap.

Important information about generating a mishap message

The screenshot shows the 'Final Review' section of the 'AVIATRS MISHAP MESSAGE' form. The form is titled 'Final Review' and 'AVIATRS MISHAP MESSAGE - Microsoft Internet Explorer provided by HSC (1)'. It contains a 'Mishap Summary' section with fields for On Duty Injuries, Off Duty Injuries, Personnel Hospitalized, Days Hospitalized, Lost Work Days, and Restricted Work Days. A 'VBScript: Mishap Information' dialog box is open, asking 'Did this Mishap involve small boats or hoisting operations?' with 'Yes' and 'No' buttons.

**SMALL BOAT MISHAPS.** The system will ask if there was a small boat involved and will automatically add AIG 4934, if YES is clicked. If you click yes and send to the small boat AIG, be sure data is entered in the small boat field on the GENERAL INFORMATION PAGE!

## SUBMITTING A REPORT TO E-AVIATRS DATABASE.

The screenshot shows the 'Final Review' section of the 'AVIATRS MISHAP MESSAGE' form. The form is titled 'Final Review' and 'AVIATRS MISHAP MESSAGE - Microsoft Internet Explorer provided by HSC (1)'. It contains a 'Mishap Summary' section with fields for On Duty Injuries, Off Duty Injuries, Personnel Hospitalized, Days Hospitalized, Lost Work Days, and Restricted Work Days. A 'Submit Report to AVIATRS Database' button is highlighted with a red circle.

**Submit Report to E-AVIATRS Database.** This button will send the report to the *E-AVIATRS* database. Once you do this, you can no longer modify, print or generate a mishap message.

Don't forget, unless you submit the report to the database, it will continue to reside in your pending file.

Until you **Submit Report to AVIATRS Database** you can edit or print the report and generate a CGMS message as many times as you like.

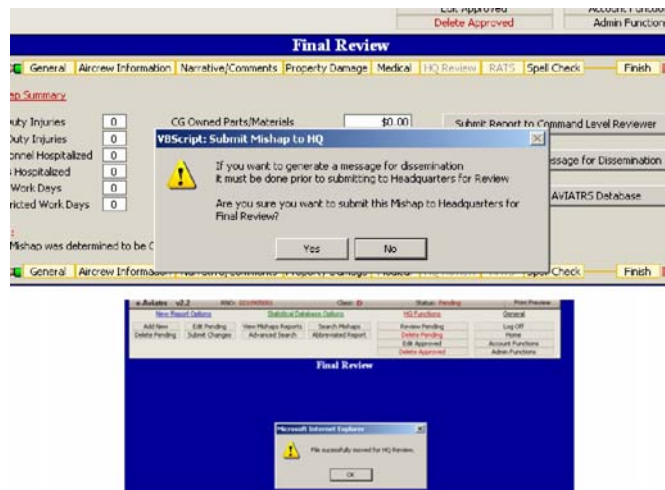
**NOTE:** CGMS Message must be generated **BEFORE** submitting mishap reports to the database.

To make changes to a report after it is submitted to ***E-AVIATRS***, use the **Submit Changes** function under **NEW REPORT OPTIONS** and request the mishap report be returned or provide the information to be updated (see page 23).

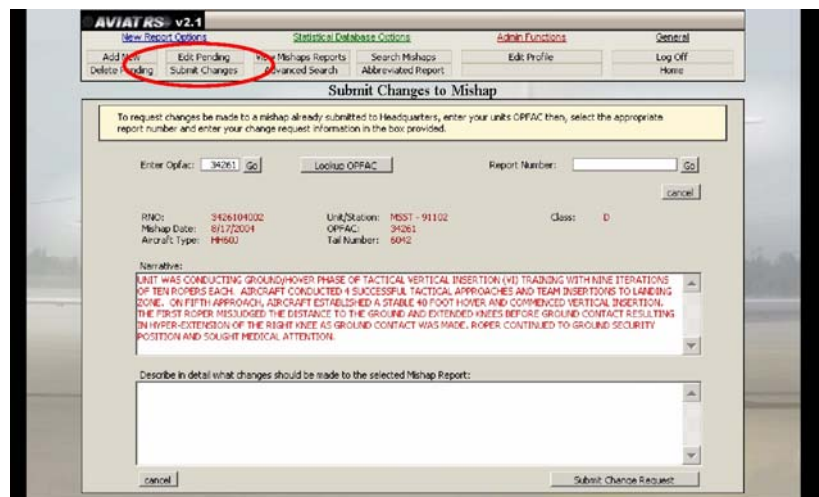
The system will ask if a message was sent, if YES is clicked, a prompt for the data time group will appear.

If you attempt to submit a report to the database without all the mandatory information filled in, the system will generate a list of the missing data. You can not submit the report to the database until all mandatory fields are completed.

The system will provide one last reminder to generate a message before submitting the report to Headquarters for final review.



## SUBMIT CHANGES SCREEN



Anytime you need information changed or updated in a mishap record use the **Submit Changes** function under the **NEW REPORT OPTIONS**. The correct (and quickest) way to change or update information all ready in ***E-AVIATR5*** is to use the **Submit Changes Function**. The requester will receive an e-mail when the changes have been completed, usually within four working days.



Using the **Submit Changes** function will notify the appropriate personnel (non CG-1131 staff) with permission to make the changes requested. If someone is TAD or on LV, the request will still be handled in a timely manner.

Telephone calls and e-mails to the CG-1131 staff DOES NOT notify the right person and the problem will not be resolved in a timely manner (and usually delays the process).

**Changes To Permanent Information.** Changes to permanent information (OPFAC, mishap date, time, and tail number) can be made using the **Submit Changes** function. You can still send the CGMS message, but will have to manually change the information on the message.

**Requests To Have A Report Returned.** To have a report (already submitted to the database) returned, use the **Submit Changes** function. Use this function to retrieve a report to (re) send a CGMS message or make major changes to a report.

**Requests To Recover a Deleted Report.** To have a deleted report restored, use the **Submit Changes** function.

**Returned Reports.** The person requesting a report be return, will receive an e-mail and link stating that the report has been returned to the unit's **Edit Pending**. Everyone who had access to the report (has been e-mailed a link) should now be able to view the report. If you receive the e-mail, but the report does not show up in your **Edit Pending** check the **Edit Pending** of the person who submitted the report to *E-AVIATRS*.

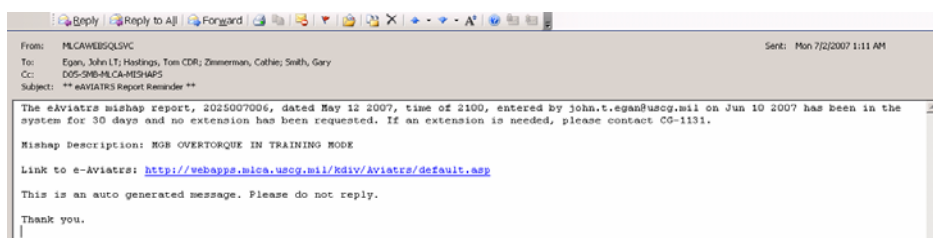
## **EXTENSION REQUESTS**

The following applies to mishap reporting timelines .

- Timelines for submission are 14 days for Class C / 21 Days for Class D and E.
- An extension (when granted) will add an additional 30 working days to the date the report was due. (Example: Class D or E= Date of Incident + 21 days + 30 day extension. 51 days from date of incident).
- After the date of the extension deadline, a letter (or e-mail) is required from the unit Commanding Officer to the Chief of Aviation Safety explaining the delay.

**NOTE:** Preliminary reports are strongly encouraged, the Aviation Safety Program is better served by getting the initial word out to the field. If in doubt, do not hesitate to call us.

**NOTE:** If an extension is granted, you **MUST** check the EXTENSION GRANTED box on the GENERAL INFO page.



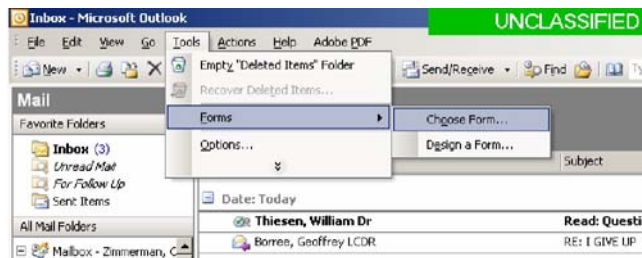
If no extension is requested and the report is not submitted to the database before the end of the deadline, the system will send an e-mail to the originator and CG-1131.

Likewise, if an extension is requested and the report is not submitted before the deadline, an email will be sent . After the extension deadline, a letter (or e-mail) is required from the unit Commanding Officer to the Chief of Aviation Safety explaining the delay.

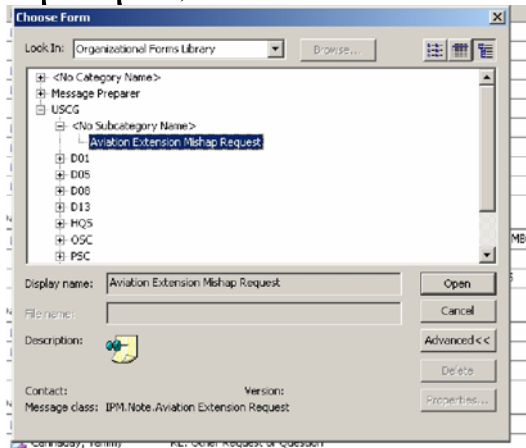
**In outlook with no e-mails open,** go to the tools tab.

Drop down to the menu to forms, click on **choose forms**.

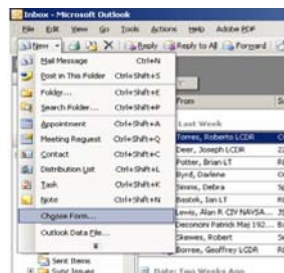




Go to **Organizational Forms Library**  
 Expand **USCG** and **<No Subcategory Name>**  
 Open **Aviation Extension Mishap Request**, fill out and send.

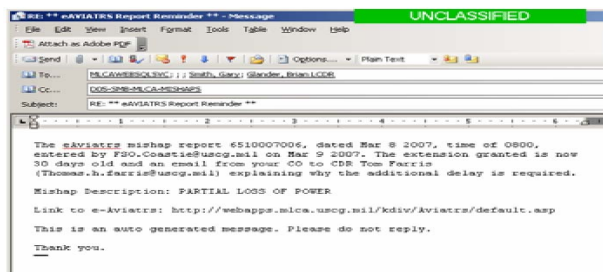


Using **NEW BUTTON** (the one used to originate a new e-mail)  
 Drop down to choose form.



Go to **Organizational Forms Library**  
 Expand **USCG** and **<No Subcategory Name>**  
 Open **Aviation Extension Mishap Request**, fill out and send.

Attached to the form is a brief clarification of the extension policy from CG-1131 with some additional guidance for when to consider a preliminary report.



The system will send an email reminder at the end of the thirty date extension

## **HUMAN FACTORS ANALYSIS AND CLASSIFICATION SYSTEM**

USCG started using DOD HFACS in Dec 2005 for all Commandant appointed MABs..

Use of HFACS is NOT mandatory at the unit level, but units are encouraged to try it. It can be very helpful in conducting a unit level mishap investigation.

There currently is no on-line help, but the online HFAC version is identical to the DOD HFAC version (<http://www.uscg.mil/hq/g-w/g-wk/wks/hfacs.htm>). The first 12 pages of this document are a good tutorial on how to use HFACS.

To use HFACS: click on the HFACS NANOCODE tab.

--select one of the failures/conditions (ACT, PRECONDITIONS, SUPERVISION or ORGANIZATIONAL INFLUENCES).

--drill down to the category and subcategory by clicking on the down arrows

--highlight and click on the subcategory.

--scroll down to the list of nanocodes located in the white box at the bottom of the page (this may require scrolling down to view).

--select all that apply.

You have the option of entering an explanation or justification for each nanocode you select.

To Review Selected HFACS and comments--use the HFACS CURRENTLY SELECTED tab.

--highlight the nanocode to review.

In addition to no on-line help, there are also no report generators and only the originator will be able to add, see or modify the HFACS at the unit level. The HFACS module is not finished and this is just the first step.

**Comments/Suggestions.** Cathie Zimmerman needs to hear your comments, suggestions or problems, she is the only CG-1131 staffer working this issue and will be collecting the info and coordinating with the programmers. Please contact [Cathie.zimmerman@uscg.mil](mailto:Cathie.zimmerman@uscg.mil) or 202-475-5197 (or use the FEEDBACK FUNCTION on the e-AVIATRIS home page).

## **AUXILIARY AVIATION MISHAP REVIEW**

Abbreviated AuxAir mishap messages will be distributed to Auxiliarists via the Auxiliary Aviation Standardization Team and the Auxiliary District Flight Safety Officer (DFSFO). DFSFO and Air

Station FSOs are encouraged to work cooperatively to facilitate the viewing of aviation mishap messages.

CG aviation mishap messages may contain privileged information and are classified For Official Use Only (FOUO), and can not be transmitted outside protected Coast Guard systems. e-AVIATRIS will generate an abbreviated mishap report containing only factual data and is approved for release outside the Coast Guard system.

DFSOs should coordinate regular visits to air stations and facilitate FSO support during Aux training events to provide briefings and viewing of mishap messages. Auxiliarists are encouraged to view CG auxiliary aviation mishap messages in their entirety and these should be available for review through the Air Station FSO.

NOTE: While Auxiliary review of mishap messages is authorized and encouraged, accountability of these documents must be emphasized. All members of team Coast Guard are reminded that these documents should be controlled and protected from unauthorized reproduction or distribution in order to maintain the integrity of the Aviation Safety Program and the continued promotion of aviation safety.

### **OPMODE DEFINITIONS**

OPMODE: Not all aviation mishaps are FLIGHT! This is the number one incorrectly entered field. If there is intent for flight BUT NO airframe/acft damage the mishap is FLT-REL. Keep in mind most near mid air collisions (NMAC), inflight injuries, rotorwash incidents and birdstrikes without damage should be entered as FLT-REL not FLIGHT (See COMDTINST M5100.47, Chapter 3). Aviation opmodes are defined as:

- ◆ Flight Mishap. Mishaps involving Coast Guard aircraft damage/loss with or without other property damage, personnel injury/death, or occupational illness, where intent for flight existed at the time of the mishap.
- ◆ Flight-Related Mishap. Mishaps in which there is NO Coast Guard aircraft damage. Intent for flight must have existed at the time of the mishap, and other property damage, death, injury or occupational illness may or may not have occurred. (Includes near midair collisions, non-aircraft damage or injuries, CRM, MRM, ORM and other reportable events with NO reportable Coast Guard aircraft damage.)
- ◆ Aviation Ground Mishap. Aviation Mishaps involving damage to Coast Guard aircraft/aviation equipment, death, injury, or occupational illness occurred where NO intent for flight existed (e.g., towing, maintenance, run-ups, servicing, etc.). Ground mishaps imply no intent for flight and include maintenance or handling mishaps of aviation assets while deployed aboard vessels.

NOTE: Aviation Ground mishaps WITHOUT an acft involved use AVIATION for Acft Type and 0000 for the tail number.

Questions or comments? Please use the **FEEDBACK** or **SUBMIT Changes Function**. If you have questions or problems, PLEASE call:

Point of Contact:

Cathie Zimmerman

CG-1131

202-475-5197

[cathie.zimmerman@uscg.mil](mailto:cathie.zimmerman@uscg.mil)